



Tour Request Form
Office of Senate Majority Leader
William H. Frist, M.D.

DIRECTIONS: Please read carefully and sign and date below. Both pages of this form should be faxed to 202-228-0928 Attn: Talibah Bayles

IMPORTANT CAPITOL TOUR TIPS:

- The U.S. Capitol is the home to the United States Senate and House of Representatives and is the center of the original city. Located on top of a hill the Statue of Freedom, which sits atop the Capitol Dome, is the tallest point in the city.
- Our office runs staff led tours of the Capitol Monday through Friday at 10:00am and again at 2:00pm. Advance reservations for Capitol tours are required.
- Groups up to fourteen people should submit request at least five business days in advance.
- Groups over fourteen people (such as school groups) should submit request at least ten business days in advance.
- Groups over forty (including school groups, etc) should submit request at least four months in advance.
- **Please be prepared to present your tour confirmation letter on the day of your tour. If the size of your party has increased or decreased after your tour has been confirmed by our office, please contact the office to update your numbers.**

IMPORTANT WHITE HOUSE TOUR TIPS:

- White House tours are of the East Wing which includes rooms such as the East Room, Green, Blue, and Red Rooms as well as the State Dining Room.
- You should submit at least two dates for the White House Tours. Requests **MUST** be submitted at least six weeks in advance and can be made up to six months in advance.
- Please be prepare to submit your full name, date of birth, and Social Security number upon confirmation from the White House of your tour date.
- If you are unable to meet the time requirements, you may want to make plans to visit the White House Visitor's Center located at the North end of the Department of Commerce Building between 14th and 15th Streets, N.W. on Pennsylvania Avenue. It is open from 7:30am-4:00pm, 7 days a week. It is operated by the Parks and Recreation Center and is a great substitute to actually entering the White House.
- **If your tour request is successfully processed by the White House, you must submit the full names, dates of birth, and Social Security numbers of everyone in your group.**

IMPORTANT PENTAGON TOUR TIPS:

- The Pentagon will only accept and process tour requests at least two weeks in advance for educational institutions (middle schools/high schools/colleges), churches, government agencies, or military organizations.
- Tours are offered Monday through Friday from 9:00am through 3:00pm, excluding federal holidays.
- Groups should arrive fifteen minutes prior to scheduled tour time. **Tours twenty minutes late will be cancelled.**
- All group members age fifteen and over must have one form of photo identification.
- Tours over twenty people will be split into smaller groups upon arrival.
- **If your tour is successfully processed by the Pentagon, you must submit the full names, dates of birth, city/state of birth, and Social Security/passport numbers of everyone in your group.**

I hereby acknowledge that I have read and understand the tips explained to me above:

Signature: _____

Date: _____

To be completed by office ONLY:

Date Received: _____

TN Tuesday: _____

Hometown: _____

Date of Tour: _____

Confirmation Sent: _____

Date Sent: _____

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

adults in Party: _____ # children (ages): _____

Home Number: _____ Cell Number*: _____

Email address*: _____

****Your contact information will be kept solely for the purpose of communicating details of your scheduled tour. It is highly recommended that you provide a cell phone number to contact you upon your arrival to Washington, D.C.***

Capitol Tour

Date(s) Requested: _____

☐ 10:00am ☐ 2:00pm

Other Available Tours

DIRECTIONS: Please review Page 1 of this form before completing this section.

To acknowledge that you have read Page 1, please sign and date Page 1 of this form. Failure to do so will delay the processing of your tour request.

WHITE HOUSE TOURS ☐

Date(s): _____

Name of Contact: _____

Cell Number: _____

of Adults: # of Children: _____

PENTAGON TOURS ☐

Date(s): _____

Name of Contact: _____

Cell Number: _____

of Adults: # of Children: _____
